



# SENIOR ENVIRONMENTAL PLANNER

**Exam Code: 5PB23**

**Department:** Department of Transportation (Caltrans)

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

**Senior Environmental Planner** – \$7,379.00 - \$9,169.00 per month

View the [Senior Environmental Planner classification specification.](#)

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **12** months.

### How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

### Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

## Senior Environmental Planner

### Either 1

One year in the California state service performing environmental planning, environmental research analysis or evaluation [in a class at a level comparable to](#) that of Associate Environmental Planner.

### Or 2

**Experience:** Four years of experience directing or conducting environmental studies or managing an interdisciplinary team preparing environmental documents, at least one year of which must have been equivalent in level to work performed by an Associate Environmental Planner in the California state service. (A Doctorate Degree in Environmental Planning or Environmental Sciences may be substituted for three years of the general experience; a Master's Degree in Environmental Planning or Environmental Sciences may be substituted for two years of the general experience.)  
**and**

**Education:** [Equivalent to graduation from college](#). (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## POSITION DESCRIPTION

### Senior Environmental Planner

This is the full supervisory level. Under general direction, plans and supervises the work of a multidisciplinary staff conducting comprehensive environmental studies; or without supervising responsibility, acts as an in-house consultant performing the most difficult and complex work which is either critical to the department's basic mission or of statewide significance.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

**Knowledge of:**

1. State and Federal laws and regulations relating to the environment
2. Techniques and methods of evaluation of environmental impacts
3. General principles behind planning for the conservation and preservation of natural and/or cultural resources
4. Principles and techniques of effective supervision and personnel management
5. General knowledge of the social sciences, natural sciences, and environmental sciences
6. Communication skills for purposes of data gathering
7. State, local, and regional governmental organizations as they relate to environmental planning
8. Trends in Federal, State, and local environmental assessment and mitigation reports, impact statements, and/or negative declarations **Ability to:**
  1. Effectively manage multiple projects at once
  2. Effectively communicate verbally and in writing
  3. Work effectively with others as an interdisciplinary team member
  4. Analyze environmental situations accurately
  5. Supervise others in their work
  6. Direct the work of others engaged in planning studies
  7. Prepare written reports
  8. Coordinate environmental planning, research, and analysis of proposed projects
  9. Plan and carry out complex studies
  10. Write environmental documents
  11. Make an assessment of an existing environment
  12. Coordinate environmental investigations of proposed projects
  13. Solicit necessary expertise to complete environmental studies or meet project goals
  14. Gather and analyze data

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Senior Environmental Planner** classification will be established for:

### Department of Transportation (Caltrans)

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will** be added to the final score of competitors who are successful in this examination.

## EXAMINATION INFORMATION

[Preview of the Senior Environmental Planner Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

Take [the Senior Environmental Planner examination](#)

## TESTING DEPARTMENTS

Department of Transportation (Caltrans)

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Transportation  
Office of Examination and Executive Selection Services  
(916) 227-7585

California Relay Service: (800) 734-2929 (TTY), (800) 735-2922 (Voice)

If you have any administrative questions concerning this examination, including provision of reasonable accommodation for this testing process, please contact:

California Department of Human Resources  
Attn: CalCareer Services

1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)  
California Relay Service: (800) 735-2929 (TTY), (800) 735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the

assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.